

SPAC Meeting Notes –September 24, 2002

Minutes

Members Present:

Jerry Foropolous, NMT-DO
David Hobart, (Chair), C-AAC
Randy Kanzleiter, (X-2)
Tracy Ruscetti, B-2
Lonnie Theye (Vice-Chair) NMT-DO
Debbie Smith
Sheila Wasfey

LANL Representatives

Barbara Pacheco, HR
Margaret Marshall, OEO
Kurt Steinhaus, STB-EPO
Carole Rutten, STB-EPO
Mindy Mendez, STB-EPO

Call to order

The meeting was called to order by Chair, Dave Hobart, at 8:30

Introductions

Introductions were made as a new member was present, Debbie Smith.

Sub-committees

Sub-committee updates were given for the following groups

Rapid entry – Sheila Wasfey, Chair

In order to move the committee along Meg Cox, advised Sheila to provide the training office with an estimate of students that will need various training. Rose Zurate the registrar for training classes can assist with information. Once these estimates have been in provided budgets can be addressed to meet the needs in FY 03. Other topics related to training that arose are student clearances, Z numbers, space and computer support for students.

Mentor training – Tracy Ruscetti, Chair

Committee continues to meet to develop scenario-based questions for on-line basic mentor training course. The committee will meet on Tuesday, October 1 to continue to gather information needed for the training class. The online class should run between 20-30 minutes and will focus on the mechanics of mentoring and specifically, communication, hiring process, arrival, resources/rewards, ethic/legal and how to address problem areas. A division or two will be selected to pilot/test this project.

PR committee – Bill Robertson, Chair

Internal and external portals will be re-vamped in the next 4 months

Student Association – James Andrade, Chair

SA provided an update of the progress and future plans that include a holiday party and, new web page and logo. SA meets every Tuesday at 3:00 at the Otowi building.

Tabled committees are

Distinguished Student and Mentor

Housing & Transportation

By-laws

Closing

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Carole Rutten, acting for Sheila Wasfey, Historian Team